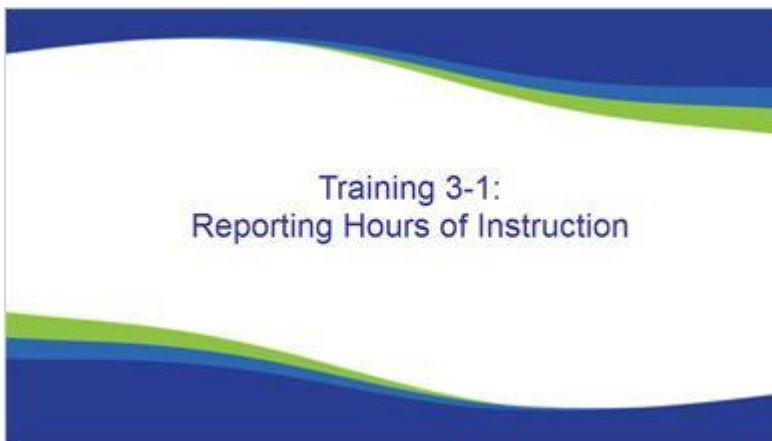# Choice Training 3-1: Hours of Instruction Report

## 1. Hours of instruction

1.1 Training 3-1:

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training will discuss hours of instruction reporting.

3-1.2 How to Navigate this Training Module
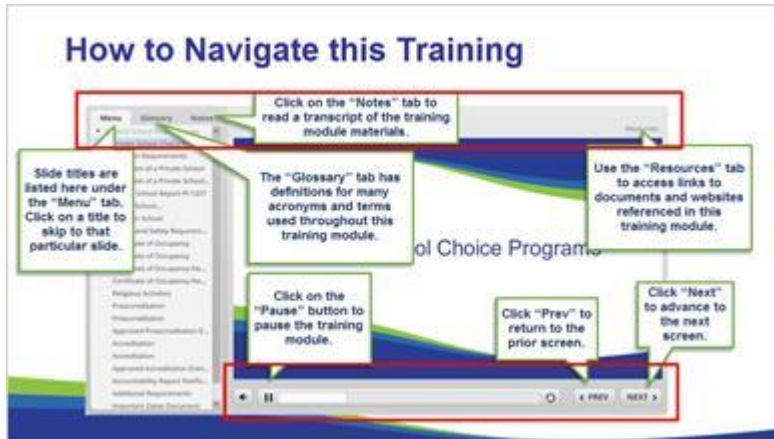
Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

3-1.3 Hours of Instruction Requirements

Hours of Instruction Requirements

- Wisconsin Private School Requirement: s.118.165(1)(c), Wis. Stats. The program provides at least 875 hours of instruction each school year.
- Wis. Stat. §§ 118.60(2)(a)8 and 119.23(2)(a)8: Notwithstanding s. 118.165 (1)(c) Wis. Stats., the private school annually provides at least 1,050 hours of direct pupil instruction in grades 1 to 6 and at least 1,137 hours of direct pupil instruction in grades 7 to 12. Hours provided under this subdivision include recess and time for pupils to transfer between classes but do not include the lunch periods.

Notes:

Choice schools are required to provide a minimum number of Hours of Instruction each school year. All private schools in Wisconsin are required to provide at least 875 hours each year. Choice schools have additional requirements.
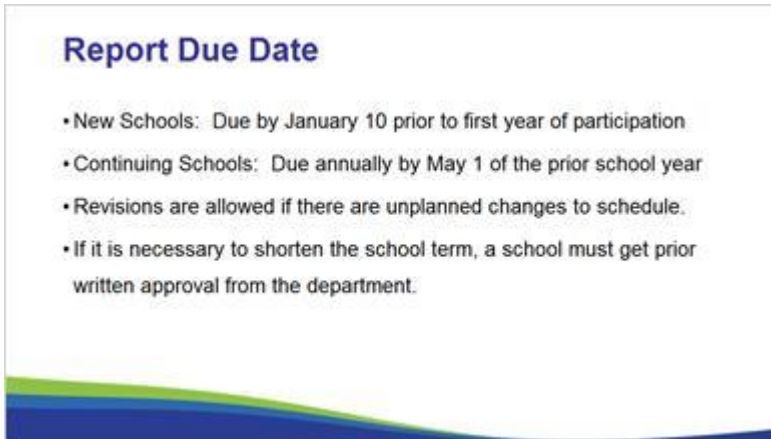
The schools must provide at least 1050 hours of direct pupil instruction to Grades 1-6 each year.

Schools must provide at least 1137 hours to grades 7 to 12 each year.

Hours include recess and time for pupils to transfer between classes, but do not include the lunch periods.

A school's accrediting organization may have additional requirements, such as 180 days.

3-1.4 Report Due Date

Report Due Date

- New Schools: Due by January 10 prior to first year of participation
- Continuing Schools: Due annually by May 1 of the prior school year
- Revisions are allowed if there are unplanned changes to schedule.
- If it is necessary to shorten the school term, a school must get prior written approval from the department.

Notes:

New schools must show DPI, no later than January 10 of their first year, how they will meet this requirement.

Schools that are continuing in the Choice program must submit a report to us by each May 1, showing how they will meet the requirement for the upcoming year.

We know schedules can change, so revisions to the report are allowed. Revisions are covered later in this presentation.

3-1.5 General Spreadsheet Instructions

Notes:

The Hours of Instruction report is posted to our web page. Download the Excel document from the Choice School Reports webpage. Save a copy of the file on your local system. You will want to be able to revise the report later in the year if necessary.

Read the instruction page first.

3-1.6 Report Cover Page

Notes:

The instructions direct you to complete the Cover Page first. You are only able to enter information in the boxes that are shaded yellow.

Put an "X" next to each grade level your school will offer.

3-1.7 Grade Level Tab Completion

Notes:

Once the school's grade levels are entered into the spreadsheet, the box titled "Tabs to Complete:" will automatically fill in with which tabs (worksheets) need to be completed.

The tabs are found at the bottom of the document.

3-1.8 Grade Level Tab Completion (cont.)

Notes:

On the applicable tab sheet, type in the first and last date of school.

The worksheet will fill in the number of weeks.

3-1.9 Grade Level Tab Completion (cont.)

Notes:

The next step is to enter in the number of hours and minutes of instruction for each day of the week.

Hours of instruction include recess and transfer time between classes.

Hours of instruction do not include lunch periods.

3-1.10 Grade Level Tab Completion (cont.)

Notes:

At the bottom of the page, list any week days that fall between the first and last days, that school will not be in session.

If you don't have enough spaces, you may double up on the lines.

3-1.11 Grade Level Tab Completion (cont.)

Notes:

Consider the two official count dates when you plan the calendar. Choice schools receive payment for eligible Choice students in attendance on the official count dates, or days before and after. If your school is closed on the count date and the students attend a different school, it could be a problem.

3-1.12 Grade Level Tab Completion (cont.)

Notes:

The spreadsheet will calculate whether your school will meet the required hours or not.

Ensure there are no error messages and it says "The number of hours appears sufficient."

3-1.13 Report Submission

Report Submission

- After all pages have been completed and show no error messages, save a copy on your computer.
- Then print out the cover sheet and the grade level tabs you completed for your school.
- The Choice Administrator must sign and date the cover sheet, and submit all pages to DPI by due date. The report can either be emailed or mailed. See the instruction page for additional information.
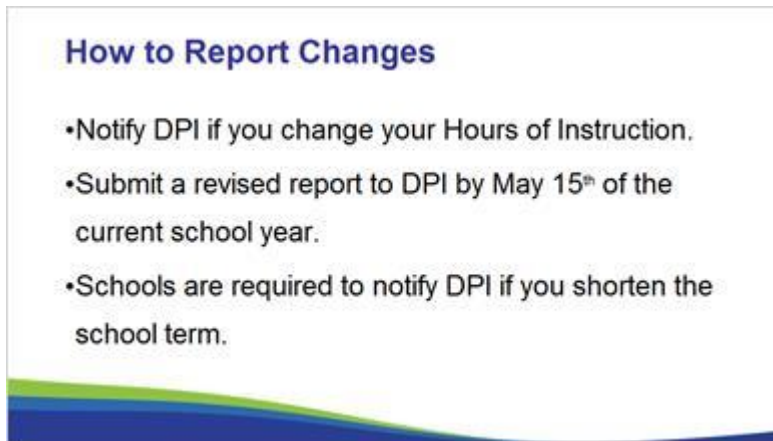
Notes:

Save this report on your computer for future revisions.

Print the report and the completed sheets.

Sign the form, date, and submit all pages to DPI by the due date.

The signed, dated form may be mailed, faxed, or scanned and emailed.

3-1.14 How to Report Changes

How to Report Changes

- Notify DPI if you change your Hours of Instruction.
- Submit a revised report to DPI by May 15ᵗʰ of the current school year.
- Schools are required to notify DPI if you shorten the school term.

Notes:

It is possible that your school calendar will change, for instance if there are snow days.

Report any changes to DPI by sending in a signed, revised report by May 15th of the school year.   Provide the report by mail, fax, or email.

If no changes were made, it is not necessary to file a revised report by May 15th.

If it is necessary to shorten the school term, schools must get prior written approval from the department. Request this approval when submitting a revised Hours of Instruction report by May 15th.

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.